Office of Mayor Virg Bernero Proclamation/Letter of Greeting/Certificate Request Form

request is for. I focium	nation \square Let	ter of Greeting	g 🗖	Certificate	
Retirement Birthday	Business Grand O ₁	pening/Ribbon Cutt	ting 🗖	Anniversary	
Organization Historical	☐ Special Recogn	nition			
If other, please explain:					
Date of Proclamation/Event Pres	sentation:				
Event/Program Location & Add	ress:				
Date Proclamation Needed:					
To be considered, request must	be received two weeks	prior to the date	needed		
Delivery of Document:	☐ Please mail	☐ Will p	ick up		
Mayor's presence requested at p	resentation:	□ No	□ Wi	ill Accept Repre	sentative
Time of Mayor's Presentation		Dur	Duration of Mayor's Presentation		
Number in Attendance	Who Should Mayor	Report To Upon 2	Arrival		
NOTE: Please Submit A Progr Full name of person REQUESTIN Address:	G document:				
City:		State:			
Phone:	Fax:		Cel	l:	
E-mail Address:					
Full name of person/organization					
		State:			
Address Citv:					
City:			CEI		
Address:	Fax:				

Reminder: Requests must be submitted 2 weeks in advance for consideration.

<u>Send Completed Request with Supplemental Materials To:</u>
Office of Mayor Bernero, 124 W. Michigan Avenue, 9th Floor - City Hall Lansing, MI 48933 Email: Renee.Freeman@lansingmi.gov – Phone: 517: 483-4141 - Fax: 517-483-6066